

Landbird Monitoring Protocol for Klamath Network Parks

Standard Operating Procedure (SOP) #10: Post Field Season

Version 1.0

Revision History Log:

Previous Version	Revision Date	Author	Changes Made	Reason for Change	New Version

This SOP explains procedures that will be completed after the field season, which include handling equipment, data forms, communication with NPS personnel, and reporting. Technicians and interns will assist the Project Lead in completing post season field tasks.

Clean, Inventory, and Store Field Equipment

1. All equipment should be inventoried.
2. All equipment should be cleaned, in working order, and stored in the proper storage location. Equipment should be prepared for winter storage, which will include removing batteries, emptying fluids, and winterizing trailers when applicable.
3. Record broken or missing equipment on the inventory sheet. Label the equipment with sufficient information so that someone else will understand the specific problem.
4. Report missing or faulty equipment and/or equipment needing repairs to the Project Lead so that equipment can be repaired or replaced before the following field season.
5. Vehicles, if provided, should be full of fuel and the inside and outside need to be thoroughly cleaned. Mileage reports and vehicle maintenance forms should be submitted to the Project Lead.

Data Forms

Data forms should be submitted to the Project Lead at the end of each sampling event. At the end of the field season, it is the Project Lead's responsibility to:

1. Ensure that all surveys have been completed.
2. Organize data forms as follows:
 - a. For point count surveys, the forms will be organized by route. Forms include: species checklist, point count, and vegetation. They should be filed alphabetically by park and route name.
 - b. For mist netting, the banding forms will be organized by band size and by date for all birds that received new bands. Unbanded birds and birds that were recaptured

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(already banded) will be organized by date. Mist netting journal forms, species checklists, and area search surveys data forms will be organized chronologically.

3. Ensure that all data have been entered into the databases.
4. File extra field forms in the proper file cabinet for the following year.
5. Make copies of all data forms. Data forms will be filed in the proper format following the organizational structure listed above, with the copies stored at a separate location from the originals.

Close-out

The Project Leads should communicate with the Park and Network Contact to determine whether keys and/or other equipment need to be returned. Once keys and equipment have been returned, the Network Contact should be notified.

Field Season Reporting

The Project Lead should prepare a brief report (generally not more than three pages) due before November 1st that includes the following:

1. Clear enumeration of which transects were completed during the season.
2. Description of any logistic difficulties that arose and explanation of how they were addressed.
3. Clear documentation and explanation of any diversions from established protocols.
4. Discussion of any interesting or potentially important observations about the parks' bird communities that may have been noted during the field season (e.g., apparent changes in phenology from previous years or notable changes in apparent abundance of particular species).
5. Suggestions for improving the training session or field season logistics in the future.